

GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2020 Sexual Assault Kit Testing Grant Program (SAKT)

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: November 18, 2019 at 3 pm

**Funded through:
State of Maryland**

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to the Maryland State Police and local law enforcement agencies pay for the testing of sexual assault evidence collection kits (SAKs) by forensic laboratories and to reduce the number of untested SAKs.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Sexual Assault Kit Testing Grant Program (SAKT)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The purpose of SAKT is to provide funding to the Maryland State Police and local law enforcement agencies to pay for the testing of sexual assault evidence collection kits (SAKs) by forensic laboratories and reduce the number of untested SAKs. This supports GOCCP's objective to improve victim services for Maryland residents. If you need application assistance, please contact:

Jackie Adams, Program Manager
410-697-9343
Jacqueline.Adams1@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

Mary Abraham, Deputy Director of Grants
410-697-9340
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The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can best serve you and provide support, please email the above program manager to provide your feedback.

Governor's Office of Crime Control and Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

A. General

The following entities in Maryland are eligible to submit one application for SAKS funding:

- Maryland State Police
- Local law enforcement agencies

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Sexual Assault Kit Testing Program (SAKT)

C. Submission Date

November 18, 2019 by 3 pm

D. Anticipated Period of Performance

January 1, 2020 to December 31, 2020

E. Funding Opportunity Description

GOCCP announces the availability of \$3,500,000 in grant funding under SAKT. The purpose of SAKT is to provide funding to the Maryland State Police and local law enforcement agencies to pay for the testing of sexual assault evidence collection kits (SAKs) by forensic laboratories. For additional information on establishment of the SAKT program, see http://mgaleg.maryland.gov/2019RS/chapters_noln/Ch_508_hb1268T.pdf.

Important note: funding is limited to the testing of kits collected since May 1, 2018. The State of Maryland has received a federal SAKI grant, which in part supports the testing of SAKs collected prior to May 1, 2018. These funds are only available to the Maryland State Police, which is working in conjunction with the state's Sexual Assault Evidence Kit Committee to select and submit backlogged SAKs for testing.

Requests that support in-house personnel and supplies for testing or the outsourcing of testing should be based on the current number of eligible, untested kits plus the annual average number of kits collected by the applicant agency. Applicants with an in-house forensic laboratory may also request up to an additional \$250,000 to purchase or upgrade equipment required to complete the testing of kits.

All funding is contingent upon GOCCP receiving the specified grant funds from the State of Maryland.

RESOURCES

Rape Kit Testing Grant Fund:

http://mgaleg.maryland.gov/2019RS/chapters_noln/Ch_508_hb1268T.pdf

Sexual Assault Evidence Collection Kits – Analysis:

http://mgaleg.maryland.gov/2019RS/chapters_noln/Ch_34_hb1096E.pdf

2019 SAEK Committee Annual Report:

http://www.marylandattorneygeneral.gov/Pages/Groups/2019_SAEK_Committee_Annual_Report.pdf

Statewide Accounting of Untested Sexual Assault Evidence Kits in the State of Maryland:

http://www.marylandattorneygeneral.gov/Reports/Rape_Kit_Report.pdf

III. PROGRAM REQUIREMENTS

A. Application Requirements

In addition to providing the standard information outlined in the instructions for completing the online application, which can be found at

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>,

applicants **must** also include the following information within their application narrative:

- **The current number of untested SAKs collected in their jurisdiction since May 1, 2018.**
- **Sexual assault data for the applicant's jurisdiction.**
- **Projected number of SAKs to be tested with SAKT funds.**
- **Estimated amount of time it will take to complete testing.**
- **Projection of ongoing funding needs based on average number of SAKs collected annually.**
- **An overview of policies and procedures in place for victim notification.**
- **An overview of investigative and prosecutorial resources in the jurisdiction.**
- **An overview of how SAKT funding is connected to other currently funded activities/strategies.**

B. Performance Measures

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is the list of performance measures that will be included in the final awards:

- Number of untested sexual assault kits in evidence at the start of the reporting period.
- Number of sexual assault kits tested during the reporting period.
- Number of SAKs determined not to require testing.
- Number of DNA profiles from forensic analysis entered into CODIS.
- Number of CODIS hits.
- Number of tested kits forwarded for investigation during the reporting period.
- Number of cases forwarded for prosecution during the reporting period.

In addition to quarterly reporting to include the performance measures listed above, all grantees will be required to submit a fiscal year-end report that reflects the overall work accomplished and progress made through the use of these SAKT funds. The report must describe in detail how law enforcement staffing/procedure has changed to reduce backlogs, and provide a comparison of effort over the previous year. This fiscal year end report will be due January 15, 2021 and must also be uploaded into the online grants management system.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is November 10, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Jackie Adams at 410-697-9343 or Jacqueline.Adams1@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL:
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	November 10, 2019
Deadline to Submit an Online Application	November 18, 2019
Letters of Intent to Fund/Denial Letters Emailed	December 2019
Award Documents Emailed	December 2019
Sub-award Start Date	January 1, 2020
Sub-award End Date	December 31, 2020

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

SAKT is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)

- GOCCP audit findings
- Performance history with previous awards with GOCCP
- Sexual assault data from the applicant's jurisdiction
- Current number of untested SAKs

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under SAKT for FY 2020 will begin January 1, 2020 and end on December 31, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs

The following is a listing of services, activities, and costs that are eligible for support with SAKT funds within a sub-recipient's organization:

- Personnel
- Program Supplies
- Equipment
- Contractual services to include outsourcing of testing

See legislation for allowable costs

http://mgaleg.maryland.gov/2019RS/chapters_noln/Ch_508_hb1268T.pdf

C. Unallowable Costs

- Lobbying and administrative advocacy
- Operating expenses
- Audit costs
- Property insurance
- Printing
- Telephone/Fax
- Food/beverage
- Construction projects

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates

Compensation for consultant services is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other (supplies)
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.